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3 August 1976

MEMORANDUM FOR: Steering Group Members  
All NI0s

SUBJECT : Terms of Reference for the National Intelligence  
Steering Group

All the members of the steering group have concurred in the terms of reference for the steering group as proposed in my memorandum of 16 July (attached). These guidelines can therefore be considered "the constitution" of the steering group.



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Richard Lehman  
Deputy to the DCI for National Intelligence

Attachment

cc: DCI  
DDCI  
D/DCI/IC  
① - Steering Group File  
1 - D/DCI/NI Chrono  
1 - RI  
1 - EO/NI  
1 - A/EO/NI



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16 July 1976

MEMORANDUM OF UNDERSTANDING

SUBJECT: National Intelligence Steering Group

STAT

1. At a meeting on 18 June 1976, Mr. Lehman (D/DCI/NI), Mr. Saunders (INR), [redacted] (DIA), Mr. Walsh (DDI), and Mr. Zellmer (DDS&T) agreed as follows on the responsibilities, functioning, and composition of the steering group.

a. Responsibilities. The steering group will have responsibilities for monitoring resource allocation to national intelligence, other than current intelligence, that is produced by more than one agency of the US Government. The group will not review individual intelligence products before they are published. More specifically:

i. National Intelligence Estimates. Once the Director of Central Intelligence has authorized a specific estimate, the appropriate NIO will supervise the preparation of the estimate's terms of reference and circulate these to the members of the Steering Group. Any member of the group who perceives serious problems in complying with the terms of reference or who wants substantive changes in them will seek to resolve his problems, in the first instance, by discussion with the D/DCI/NI, and failing this, by submitting the issue to the Steering Group. A member of the group may sometimes wish to consult before one of his principals makes a formal request to the DCI for an estimate, with a view to advising the requester whether his request can be met and in what form.

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ii. Interagency National Production Below the NIE Level. Requests for these products normally will similarly be reviewed by the members of the Group. The NIO's proposal for handling such requests will be approved by D/DCI/NI only after all members of the Group have been notified and have been given time to comment if they wish. In fast-moving situations, however, the D/DCI/NI may give provisional approval immediately.

iii. Exchange of Information on Intelligence Production. To facilitate Steering Group members' consideration of requests for and the terms of reference of national intelligence products, members will notify the group's Executive Secretary of relevant intelligence production scheduled at their initiative. These reports should be quarterly forecasts and should be limited to those finished intelligence products for which a reasonably firm publication date has been set. The Executive Secretary will be responsible for periodically reporting all major production being carried out under D/DCI/NI auspices. The D/DCI/NI may authorize exceptions relating to sensitive operationally-oriented projects.

iv. Other. The Steering Group will shoulder whatever other responsibilities the DCI may assign it or are agreed upon by the group's members.

b. Functioning

i. The Steering Group will not have a regular schedule of meetings, but rather will convene at the request of any one of its members. Whenever practical, consultation among group members will occur by telephone. Paper work will be kept to a minimum.

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ii. NIOs will at all times be free to negotiate informally with regard to prospective projects, but major work on a project will not start until Steering Group approval has been obtained. Common sense will apply to minor papers, and these procedures will not be permitted to hold up time-sensitive production.

c. Membership. Members of the Steering Group will be the D/DCI/NI, Chairman, and the designated representatives of DIA, INR, and CIA (DDI and DDS&T will concert as to CIA representation). Representatives of other government agencies may be invited to participate in specific activities of the group at the suggestion of a member and at the invitation of the chairman.



Richard Lehman  
Deputy to the DCI for National Intelligence

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